

Frederick County Ethics Commission
Minutes for the Public Meeting of Wednesday, July 13, 2016

Present: Brian Duncan, Chair
 Stephen K. Hess, Vice Chair
 Christopher Glass, Sr., Commission Member
 Timothy Tosten, Commission Member
 Ernest A. Heller, Alternate Commission Member
 Linda B. Thall, Senior Assistant County Attorney

The meeting of the Frederick County Ethics Commission began at 7:00 p.m. on July 13, 2016, in the Winchester Room on the 2nd floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

Introduction of Ernest Heller – The County Executive recently nominated Mr. Heller to fill the alternate member vacancy on the Ethics Commission and his appointment was confirmed by the County Council. Mr. Heller was introduced to the Commission members.

Approval of the Minutes – Prior to the meeting, the members received the draft minutes for the meeting held on June 15. The members had no changes to the minutes.

MOTION: Mr. Hess made a motion to approve the minutes as drafted. Mr. Tosten seconded the motion, which was approved by unanimous consent.

Update on revisions to the Standard Operating Procedure, subpoena form and instructions – The most recent draft of the SOP was posted on the Commission's website with a deadline of July 27, 2016, for comments. Mr. Duncan asked whether any comments had been received. Ms. Thall advised the members that no comments had been received so far. The Commission reaffirmed that it will vote on the SOP at its August 10 meeting.

Decision to meet to perform an administrative function – The Commission noted that it has two pending ethics complaints. Mr. Duncan advised the Commission that he would recuse himself from participating in the discussion and decision on one of the complaints and part of the second complaint.

MOTION: Mr. Duncan made a motion to conduct an administrative function meeting to discuss two pending complaints. Mr. Hess seconded the motion, which was approved by unanimous consent.

Required information regarding the administrative function meeting – The Commission began its administrative function meeting at approximately 7:10 p.m. on July 13, 2016, in the Winchester Room on the 2nd floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701. Present for the meeting were Mr. Duncan, Mr. Hess, Mr. Glass, Mr. Tosten, Mr. Heller and Ms. Thall. Mr. Duncan did not participate and was not present for the discussion of one of the complaints and a portion of the second complaint. The remaining members discussed pending ethics complaints to determine what action should be taken and provided direction to counsel for drafting responses to the complaints.

Adjournment

MOTION: Mr. Tosten made a motion to adjourn the meeting. Mr. Glass seconded the motion, which was approved by unanimous consent.

The Ethics Commission adjourned its meeting at approximately 8:05 p.m.

/s/
Linda B. Thall, Senior Assistant County Attorney